

**City of San Diego**  
**FY2004 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The City expects to receive between \$18,000,000 and \$19,000,000 in Community Development Block Grant funding for programs that would begin July 1, 2003.

The San Diego City Council approved a funding formula for the distribution of CDBG funds that takes 60% of the available funds and distributes them among the Council Districts based on the percentage of low-income persons within each District.

Following this formula, an estimated \$10,800,000 to 11,400,000 would be available in FY2004 for distribution over the Council Districts for CDBG eligible projects. This figure will be subject to adjustments based on pledges made by individual Council Districts for Section 108 loan guarantees (exact payment schedules for all loans are not known at this time) and other commitments.

The remaining 40%, less Section 108 payments, a 20% set aside from the City-Wide allocation for ADA retro-fit activities, and other commitments, will be used to fund activities that have a "city-wide" impact.

The time line for this year's allocation process is:

December 23, 2002.....Packets Available  
February 7, 2003.....Applications Due  
March/April, 2003..... Public Hearing  
April/May, 2003.....City Council Approval

**The completed applications are due by 5:00 p.m., February 7, 2003.**

One Original\* and two copies are to be submitted to:

Ernie Linares  
Assistant Deputy Director, Community Services  
Civic Center Plaza  
1200 Third Avenue #924  
San Diego, CA 92101

**\* Facsimiles and E-mailed copies will not be accepted.**

City of San Diego

FY 2004 - CDBG APPLICATION INSTRUCTIONS

**If you are seeking funds under the Public Services Category, also known as Social Services, do not complete this application. Call 236-5990 for a Social Service Application.**

**IMPORTANT**: Prior to completing application, please review the attachments to this packet to insure your project is eligible for funding. Each project must be identifiable in the list of eligible activities (Attachment I) and meet a National objective (Attachment II).

The following is provided to assist in the completion of the CDBG application. If you have questions or need assistance, contact Community Services Division at (619) 236-5990.

- I. **Applicant/Organization Name.** Complete legal name of agency requesting funding.
- II. **Incorporated Non-Profit.** Indicate if agency has non-profit status.
- III. **Contact Person.** Enter the name of the person that will be the key contact for the project. This person should have complete knowledge of the project and have the authority to answer questions regarding the project / proposal. Include their phone number.
- IV. **Mailing Address.** Enter the agency's complete mailing address.
- V. **Project Title.** Indicate the title of the proposed project and include the address where the CDBG activity will occur. The address may be different from the agency address
- VI. **Funding Request.** List the dollar amount of funds requested by district. It is important to identify each Council District from which you are requesting funds.
- VII. **Amount of other funds used in project.** List the amount of non-CDBG funding sources for this project.
- VIII. **CDBG Requirements.** Indicate only one Eligible Activity and one National Objective for the project. Refer to Attachments I & II for assistance.
- IX. **Project Summary.** Provide a brief overview of proposed project in the space provided.
- X. **Narrative.** Respond to A, B, C and D, limiting all responses to the space provided.
- XI. **Budget.** Complete project budget page.